

D/FOTS

FBIS-1464/87

15 JUL 1987

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM:
Director, Foreign Broadcast Information Service

STAT

SUBJECT: Request for Approval of Shift Schedule

1. Your approval is requested for the establishment of shift schedules for the Automated FBIS Systems Branch (AFSB) of the Engineering Support Group effective 19 July 1987. With the initiation of the Automated FBIS System operation, computer room personnel will be required to support operations 24 hours a day, 7 days a week. The Operations Group Communications Center personnel will begin a 12 hour shift schedule at the same time.

2. Twelve-hour shifts will be established from 0530 to 1800 and 1730 to 0600 with a 30-minute meal break during each shift. This will be established as a rotating shift of 2 days on, 3 days off, 2 days on, 2 days off, 3 days on, 2 days off, 2 days on, 3 days off, 2 days on, 2 days off, 3 days on, 2 days off. This arrangement will provide alternating 36-hour and 48-hour workweeks for a uniform 84-hour pay period. Four hours overtime will be accumulated by each employee for time worked during the period. Individuals will remain on a given shift for approximately 13 weeks before rotating.

3. In addition, Printing and Photography Division (P&PD) personnel that will join AFSB upon arrival at the Reston facility, will provide coverage 16 hours a day, 5 days a week. Their hours will be 0700 to 1530 and 1500 to 2330 with a 30-minute meal break during each shift. Personnel working these shifts remain on one shift indefinitely.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Approval of Shift Schedule

4. The following guidelines will prevail in the determination of leave and pay accounting:

- a. Employees at the GS-11 and below level will be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.
- b. Employees GS-12 through GS-15 will receive overtime payments for directed overtime worked in excess of 80 hours in a two-week, 80-hour pay period since the work requires regular overtime of eight hours every four weeks.
- c. Holiday work will be compensated in accordance with HR 20-29c except that when a holiday falls on a nonworkday, the preceding workday will always be considered a holiday.
- d. Annual and sick leave will be charged according to leave taken against the employee's established work schedule.
- e. Otherwise, the provision of HR 20-29 will remain unchanged and pertain to the irregular work schedule.

5. Based upon operational requirements, your approval for these nonstandard work weeks is requested. If you have further questions, please call Deputy Chief, Personnel Branch, on

STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Approval of Shift Schedule

CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

Date

Distribution:

Orig - Addressee
3 - DDS&T
1 - OP/PMCD
1 - D/FBIS
1 - RMM Corres
1 - C/ESG
1 - C/OPS
1 - PB Chrono
1 - Registry

DDS&T/FBIS 15Jul87)

STAT

ADMINISTRATIVE - INTERNAL USE ONLY